

# WITHDRAWAL CHECKLIST

For detailed information check the Student Withdrawal Process document.

## REVIEW STUDENT INFORMATION

- Details** - Remove Home room information
  - Remove Locker information, if any
  - Remove Counsellor info
- Contacts** - Remove all non-parental contacts
- Journal** - Remove Journal information
- Conduct** - Review and remove conduct information
- Programs** - Enter end date (Withdrawal date) for all programs (Core French, Early FI, Ab. Support, ELS/ELL etc.)
- Enrollment** - Review enrollment/withdrawal records. Ensure dates are in chronological order, check PSR grades are appropriate.
- Secondary School Associations** – If maintaining the association, withdraw the student as **Active, No Primary**
- Snapshots** - Remove any Snapshot information
- Transcript** - Enter a “**W**” for each course, and enter course end date (withdrawal date)
- Report Card** – Print Report Card
- Inclusions** – Review and update PSR inclusions
- IEP** – Ensure IST knows student is leaving so IEP can be updated if necessary and a copy printed if required. End date any active plans.
- Attendance** – Run and print student attendance report
- Course Requests** – If scheduling process has begun for next year, delete any course requests.
- Delete MISC field data** – Set the values to “blank”

## PRINT ANY REQUIRED STUDENT INFORMATION

The new school may request some or all of the following information:

- Print student Permanent Record card
- Print Report card
- Print Schedule
- Print Attendance History

## WITHDRAW STUDENT

- Enter withdraw date (last day attending)
- Select Code
- Select Reason
- Select Status
- Check Disable User Account
- Check Create former School Association
- Enter PSR Grade

- After withdrawal – check Former Student filter in Student TT and student appears as expected.
- View PSR and verify information is correct
- If necessary, modify the withdrawal record